

ENCROACHMENT PERMIT PROCEDURE

SIGNS

1. City of Tempe Ordinance (Sec. 29-23) requires that all signs be placed on private property. Any request for a sign encroachment permit will be granted only under the most extraordinary circumstances. Commercial advertising advantage does not qualify as a justification for a sign encroachment permit.

2. The type, size and permissibility of signs encroaching into City of Tempe right-of-way is determined by the Development Services Senior Sign Inspector and the City Engineer. The City Engineer determines that the encroachment will not effect the City infrastructure or public safety adversely or cause undue liability to the City, while the Senior Sign Inspector determines that the sign itself conforms to the zoning and sign ordinance.

3. The applicant must provide the following information to the Land Services Section of the Tempe Engineering Division prior to the encroachment permit being processed:

A. A site plan and legal description of the encroachment area. The site plan must clearly show the dimensions of the right-of-way effected.

B. Permission from the various utilities to construct the sign improvements in the right-of-way must be obtained in writing and submitted with the site plan. The following utilities must be contacted: Qwest, Arizona Public Service, Salt River Project, Southwest Gas, and Cox Cable (or the appropriate cable utility servicing the address).

C. The public utilities must be notified and mark their utilities in the location of the encroachment. Call (602) 263-1100 (Blue Stake Center) for this. After the utilities have been marked call (480) 350-8417 and have the Land Services Department inspect the utility markings for conflicts.

D. Approval of the sign size, type, location etc. by the Senior Sign Inspector (480 350-8331).

E. The names of the owners (either corporate or private) of the adjacent parcel of land.

4. Once the above information is received by the Land Services Section, the encroachment permit is drawn up. The applicants must then sign and notarize the permit and pay applicable fees (\$600.00 each calendar year).

5. The City Engineer then signs the encroachment permit. A copy is provided to the applicant and the original is recorded at the Maricopa County Recorder's Office.

The items required in No. 2 above are sometimes performed by the sign construction contractor.

Any objections by the various utilities, including the City of Tempe Water and Sewer Divisions, may cause the rejection of any encroachment permit request.

Questions can be directed to Larry Shobe at (480) 350-8417.